

Section 106—Control of Materials

106.01 Source of Supply and Quantity of Materials

A. Documentation--Maintaining Records

The Engineer in charge of the Project is responsible for establishing a Materials Documentation System and maintaining source documents (records) in the Project files indicating that all materials incorporated in the Project:

- Have been inspected, tested, and certified as satisfactory by proper testing officials, or
- Were received from an approved source and accepted by visual inspection.

The procedures for testing and inspecting materials and maintaining test and inspection records must comply with the requirements of the [Office of Materials and Research](#), as stated in the Sampling, Testing, and Inspection Manual.

The Area Engineer's certification of the monthly payment to the Contractor also certifies that the materials incorporated into the Work have been sampled and tested in conjunction with the monthly payments to the Contractor.

For more information, see the following sections in the Specifications:

Section 106—Control of Materials

Section 233—Haul Roads

Subsection 107.01

Subsection 107.23

B. Documentation System

Use the following suggested system for documenting and certifying the materials and tests:

Note: For Projects let from January 2002 or use the Materials Checklist: See Construction Information 20.0

1. The Project Engineer documents the source and evidence of inspection (tag, stamp, visual, etc.) on the appropriate Inspector's Report for materials that are pre-inspected or from an approved source.
2. The Project Engineer or the [Office of Materials and Research](#) initiates reports for some materials. Others may be accepted without a report. The Sampling, Testing and Inspection information indicates whether reports are required. The Project Engineer reviews all required documentation before reporting the quantities for payment.
3. The Testing Management Inspector furnishes to the Project Engineer reports for materials sampled or tests run on the Project. The Project Engineer places these reports in a holding file until the end of the pay period, when he or she compares the quantity tested with the quantity reported for payment. The Project Engineer may keep a running summary of quantities tested or may request a copy of routine summary information from the testing management.

Section 106—Control of Materials

4. For any failing material or tests, the Project Engineer attaches a “Disposition of Failing Materials” Report to a copy of the monthly computer Construction Report (or DOT 9) and transmits it directly to the [Office of Materials and Research](#) in Forest Park. The Project Engineer keeps the report of any failing materials or tests on which the disposition has not been resolved at the end of the pay period in a holding or suspense file and reported at the end of the period during which they were resolved. Payment for items with failing materials should not normally be withheld until the disposition has been resolved.
5. The Area Engineer signs the Construction Report each time that quantities are reported for payment. Some Items, such as concrete, may be reported for payment before test results are received. The Area Engineer may certify these Items with the understanding that the Department may later have to withdraw payment if failures occurred and the disposition is resolved.

The following documentation shall be forwarded to the [Office of Materials and Research](#) immediately after payment for projects that were let prior to January 2002 or on projects that do not use the Materials Checklist.

- **Highway Signs** – Complete Inspectors Report with material Source shown and GDT numbers listed under Test Certification.
- **Sign Post** - Complete Inspectors Report with material Source shown and copies of Mill Certification attached.
- **Steel “H” Piling/Metal Shell/Handrail** - Complete DOT Form 546 with a copy of Mill Certification listing Heat Numbers.
- **Guardrail, Anchors, ETC., (Metal & Wood)** – Complete DOT Form 549 with a copy of Mill Certification for Steel Post and/or list AWW Numbers for Wood Components.
- **RPM (Raised Pavement Markers) and Right of Way Markers**- Complete Inspectors Report with Material Source shown and GDT numbers listed under Test Certification. For RPMs the GDT number is stamped on the box and for Right of Way Markers the GDT number is stamped on each marker.
- **Pipe Items** – Review all invoices to ensure that the pipe manufacturer has showed the Project Number. If no Project Number is shown, add the Project Number and forward a copy to the [Office of Materials and Research](#). Notify the Contractor to contact the manufacturer and have the Project Number placed on all subsequent invoices.

List on each Inspectors Report the Material Source and Test Certification for all other items not specifically listed above. Attention is directed to Subsection 106.05 of the Specifications, which addresses Materials Certification. The Contract Audit Engineer will review the Project records for the above information and will note any discrepancies on the monthly audit report.